

# Brickyard News

## Louisiana Property Assistance Agency

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### Auction Information

The next two auctions will be held on July 9, 2005 and August 13, 2005. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

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Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

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[www.state.la.us/lpaa](http://www.state.la.us/lpaa)

## Who is Who at Your Agency?

With over 560 state agencies, LPAA needs your help to know who is who at your agency. Contact Information: Each contact in Protégé has their telephone number, fax number, and email address listed under their contact information. LPAA needs your help to update all of those fields. If your office has moved, your phone or fax numbers have changed, or your email address is incorrect, then we need your help to get that information corrected. We are Louisiana Property ASSISTANCE Agency, but we can not assist you if we do not have your correct information. In Protégé, go to Contacts > By Name and type in your last name to find all your information. If you see that the numbers or email are incorrect, send an email to [Rebecca.Kleinpeter@la.gov](mailto:Rebecca.Kleinpeter@la.gov) to have it corrected.

User Access: The property manager of each agency is responsible for requesting Protégé access and access levels for persons at their agency. Incircuit has developed a report called "User Access List" so you will know who at your agency has access to the Protégé system. This report also gives you information like which access level each person has, and the last date that person signed into Protégé. You should always know who has access to your property. The levels of access are as follows:

- Agency User—ability to add, edit, and dispose of property and fleet
- Fleet Manager—ability to update vehicle utilization and maintenance
- Read Only User—has inquire only to one agency's records
- Read Only Manager—has inquire only for multiple agencies

When you run this report and you notice that an employee who is no longer with your agency still has access to your property records, immediately have their ID deleted. This can be done through a Protégé Request for ID using the "Request to Delete User" box, or send a short email to [Rebecca.Kleinpeter@la.gov](mailto:Rebecca.Kleinpeter@la.gov). \*\*Remember, we don't know everyone, so you need to let us know who is who.\*\*



## Louisiana Federal Property Assistance Agency

Louisiana Federal Property Assistance Agency (LFPAA) is a sister agency to LPAA. The property sold by LFPAA is Federal property acquired from all over the United States. In order to qualify, a Donee (an agency) must be a public agency, a nonprofit educational or public health institution, or an organization exempt from taxation. Like purchasing from LPAA, the Federal Surplus Property Donation Program is an excellent opportunity for saving money. The use of federal surplus property can significantly reduce the cost of your operation and equipment needs.

Where does federal property come from? The federal government, through acquisition and disposal cycles, generates usable property they no longer need. To ensure maximum use, excess items are made available to federal agencies. When there is no need on the federal level, these surplus items are then made available to qualified program recipients, such as state agencies.

Surplus property is received on a weekly basis so it is best to visit their agency as often as possible. They are located at 1635 Foss Drive in Baton Rouge (right around the corner from LPAA's Auto Shop). If you have any questions about the program, please contact them at 225.342.7860 or visit their website at <http://www.doa.louisiana.gov/lfpaa/Home.htm>

## How to Void Surplus Transfers

An approved surplus transfer can be voided up until the point that it is received by LPAA warehouse personnel.

To void tagged items on a transfer, follow these steps:

- Call up the transfer detail in Protégé by going to Transfer > Search then entering your transfer number.
- Click the “Receive” button, which brings you to another screen. You will see your tag number, asset description, quantity sent (which will always be 1 for a tagged item), the quantity received field and new asset number field will be blank, and the status dot will be under “In Transfer.”
- To void that tagged item you will need to enter the quantity received (which will always be 1 for a tagged item) and put your status dot under “Void”. This is an example of how it would look:

Asset Num	Description	Qty Sent	Quantity Rcvd	New Asset Num	In Transfer	Received	Void	Approved	Comments	Cost
99801-200785	DESK	1	1		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Y		50

- Then you would click “Save” to complete the void.

To void a non-tagged item on a transfer, you have to remember the following:

- **Only void non-tagged items if you are voiding the entire quantity.**
- Protégé allows you to add multiple quantities of one non-tagged item (for example, you can add 12 chairs to a transfer under 1 non-tagged number).
- If those 12 chairs were on an approved transfer and you decided to keep 4 of them, **do not void any**. If you decide to keep all 12, then follow the steps above putting “12” in the quantity received.
- LPAA will only check in the quantity we actually receive.
- For example, if there were 5 non-tagged desks on a transfer sent to surplus - the quantity sent would say “5”. If only 3 were received into the LPAA warehouse because your agency kept the other 2, that transfer will have quantity received as “3”. The other 2 non-tagged numbers will be inactive and never show up on your inventory.

LPAA will not process transfers to correct your property, so be sure you are using the correct method when voiding transfers. If you have any questions about voiding transfers, contact your auditor or Rebecca Kleinpeter at 225.342.6853.

## Change Requests for Asset Status

The status of an asset can be one of the following four selections.

1. Active status means that asset is an active asset on your inventory.
2. Unlocated status means at one point that item was not found.
3. In Transfer status means that asset is currently being transferred.
4. Inactive means that asset is no longer on your inventory and has been disposed of.

When doing a change request on the status of an asset, you should only choose one of these two ways:

1. **Unlocated to Active**
2. **Inactive to Active**

Examples of why you would do the change requests are as follows:

- An item is in unlocated status and was found. The change request would go from **unlocated to active**.
- After being unlocated for 3 years the item was removed from your inventory. The item was found and needs to be placed back on inventory. The change request would go from **inactive to active**.

**Never do a change request to unlocate property.**

## Transfer of Vehicles

When transferring vehicles, keep in mind the following :

- Always put one vehicle per transfer and remember that the vehicle will not be approved until the title, registration, and a condition report is received by LPAA.
- A condition report is posted on LPAA's web page. After completion, fax it to LPAA at 225.342.6891.
- If the vehicle is transferred “as-is/where-is” or for pickup, **pictures of the vehicle must be sent to LPAA**.

## Vehicle Types

When adding a vehicle to Protégé, you must choose a vehicle type. The abbreviations have caused some confusion, and LPAA would like to clarify what each vehicle type stands for.

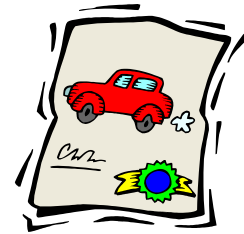
- Buses & Tractor/Trailers – Use for all buses, tractors, and any type of heavy trucks.
- Car, Large, Auto – Use for all large automatic transmission cars.
- Car, Large, Manual – Use for a large manual transmission car.
- Car, Small, Auto – Use for a small automatic transmission car.
- Car, Small, Manual – Use for a small manual transmission car.
- Truck, .75-1.5T, Auto – Use for an automatic transmission truck that is .75 to 1.5 tons.
- Truck, .75-1.5T, Auto, 4WD – Use for an automatic transmission truck that is .75 to 1.5 tons and four wheel drive.
- Truck, .75-1.5T, MANL, 4WD – Use for a manual transmission truck that is .75 to 1.5 tons and four wheel drive.
- Truck, .75-1.5T, MANL – Use for a manual transmission truck that is .75 to 1.5 tons.
- Truck/MV, Light, Auto – Use for an automatic transmission, pickup truck, mini van, or SUV.
- Truck/MV, Light, Auto, 4WD – Use for an automatic transmission, pickup truck, mini van, or SUV with four wheel drive.
- Truck/MV, Light, MANL, 4WD – Use for a manual transmission, pickup truck, mini van, or SUV with four wheel drive.
- Truck/MV, Light, Manual – Use for a manual transmission, pickup truck, mini van, or SUV.
- Van, Large, Auto – Use for an automatic transmission, large van that carries 10, 12, or 15 passengers.
- Van, Large, Manual – Use for a manual transmission, large van that carries 10, 12, or 15 passengers.

If you have a question about a vehicle type, contact Bobby Hill at (225) 342-6855.

## Supporting Documentation Needed

Supporting documentation must be forwarded and received by LPAA before the following transfers can be approved. These transfers and the required documentation are:

1. Transfer of Vehicles
  - Certificate of Title
  - Registration Certificate
  - DA121, Motor Vehicle Condition Report
2. Transfer for Trade-in
  - A statement from the vendor showing the trade-in allowance
3. Transfer for Stolen Items
  - Police Report indicating forced entry or
  - Approved reimbursement documentation from the Office of Risk Management.



## Enter Fuel/Mileage and Maintenance/Repairs

After reviewing entries of fuel and mileage for the entire state of Louisiana, we have noticed that numerous agencies are not complying with the Fleet Management Regulations. According to the LAC 34.XI.103.2.g.i.c, fleet managers are to insure that “all Daily Vehicle Usage Logs (MV-3) containing accurate information on miles traveled, maintenance/repair costs, and operating costs, are completed, approved, and forwarded to the state fleet manager by the 30th day following the end of the month to which the report pertains.” This is done by entering the fuel, mileage, any maintenance and repairs into Protégé. Agencies must enter **all of the information requested** or the report will be inaccurate. For example, if your agency enters only the ending mileage and never enters the fuel gallons and costs, then the MPG report will show your vehicle going thousands of miles with no fuel purchased. These reports are pulled to determine under-utilized vehicles. Be sure your vehicle fuel, mileage, maintenance, and repairs are being entered correctly and in a timely manner. Protégé Fleet Training is available if needed.

## From the Fleet Rules...

- According to the LAC 34:XI.103.2.c, “Upon determination by the agency head that a vehicle is ready for disposal or determination by the commissioner that an under-utilized vehicle is subject to disposal without replacement, the vehicle shall be disposed of in accordance with Louisiana State law.”
- The current under-utilized mileage is 15,000 in a year. If a vehicle does not go 15,000 or more within one year, it is subject to surplus unless it can be justified.

## New Additions Report

As LPAA, we assist agencies in their inventory process and property control needs. A new report has been added to help agencies balance their ending fiscal year inventory. The Additions Report (by acquisition date) is the newest report that allows you to balance your fiscal year inventory. This can be done by using the following formula:

$$\text{Ending FY04} + \text{FY05 acquisitions} - \text{FY05 deletions} = \text{Ending FY05}$$

Previously, only the Additions Report (by creation date) was available, but unhelpful when trying to balance at the end of the fiscal year. This formula does not reflect any upgrades or changes, which must be calculated manually. If you have any questions concerning the new Additions Report (by acquisition date) or questions about balancing your ending fiscal year inventory, contact your Compliance Officer.

\* This report came as a request from a current Property Manager. If you have a request for a report or suggestions, please email [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov) with the information.

## What is in Your Internal Procedures?

In the state of Louisiana Property Manager Training Manual, it states, "Agency Property Managers should establish and maintain written procedures for the maintenance of Property Control within their agency. You are required to have a copy of your internal procedures and a copy of your location codes on file." Has your agency recently reviewed your internal procedures and updated to the Protégé System information? If you have "BF11" anywhere in your internal procedures, it's time to update. Your Compliance Officer can assist you with updating your internal procedures, but here is a list of what should be (but not limited to) included:

- Property Manager/Liaison identified
- New acquisition method
  - Receiving
  - Tagging
  - Entering onto Protege
- Transfer/Disposition method
  - Scrap, dismantle, or surplus transfers
  - Track property on loan or out for repair
- Surplus property procedure
- Procedure for conducting inventory
- Location codes
- Maintenance of Files and Records ( 3 years plus current)
  - Internal Procedures
  - Certifications
  - Approval/Disapproval letters
  - Inventory printout
  - Inventory notification
  - Transfer records
    - Pending & completed transfers
    - Transfer log
  - Acquisition log (with documentation)
  - Correspondence files

## Important Reminders

- According to the LAC 34:VII.101. Property is defined as "all tangible non-consumable moveable property owned by an agency with the exception of property specifically exempted by the commissioner." Surplus property is defined as "any moveable state property which is deemed to be of no further use to the agency." This means that property under \$1,000 that is 'non-tagged' must be surplusd also.
- If your agency conducts their own vehicle maintenance and repairs, enter it in Protégé with your agency name or "in house" as the vendor and the materials cost as the cost of the maintenance.
- Welcome to fiscal year 2006! Don't forget to run your reports and reconcile your property records for last year.
- Questions about fiscal reports? Call us or email us ( [firstname.lastname@la.gov](mailto:firstname.lastname@la.gov) )...
  - Aggie Higginbotham, Compliance Officer 225.342.6858
  - Bobby Hill, State Fleet Manager 225.342.6855
  - Carla James, Compliance Officer 225.342.3479
  - Floyd Rector, Compliance Supervisor 225.342.6853
  - John Gilbeaux, Compliance Officer 225.342.4324
  - Stanley Aaron, Compliance Officer 225.342.3022



**Happy Independence Day!**  
July 4, 2005

